



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
07/2014

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **LABORER**
OPENING DATE: MARCH 10, 2014
CLOSING DATE: MARCH 21, 2014
WORK HOURS: WAE – WHEN ACTUALLY EMPLOYED
SALARY: Ordinarily Resident (OR) (FSN-1; €7,195.00)

U.S. Embassy Pristina is seeking a qualified individual for the position of **LABORER**.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Major Duties and Responsibilities

- 1) Provides unskilled manual labor as required within USEP, in both functional and residential buildings.
- 2) Performs a variety of unskilled manual labor tasks, such as:
 - moving and lifting furniture
 - carrying and moving light and heavy objects
 - pulling cable,
 - trimming trees, shrubs, or grass,
 - cleaning roads, picking up trash or recycling
 - painting and plastering interior walls
 - painting and refinishing furniture
 - replace light bulbs, fluorescent tubes, and light covers
 - cleaning: walls, ceilings, equipment, fixtures, floors, etc.
 - operating plumbing valves or water pumps
 - fuel delivery, water delivery,
 - digging in channels, trenches, and manholes for water, sewer, conduit, etc.
- 3) Assists skilled-trades workers by carrying, holding, lifting, and moving tools and materials.
- 4) Uses hand trucks, wheelbarrows, shovels, brooms and simple hand tools.
- 5) Driving U.S. Gov't owned vehicles with passengers or equipment.
- 6) Performs other related duties associated with facilities maintenance, repair, and building construction.
- 7) Other duties as assigned.

REQUIRED QUALIFICATIONS

Education: Completion of secondary school.

Prior Work Experience: Six months experience in construction, trades work, gardening, warehouse, janitorial, interior remodeling, or other work in which tasks listed above were performed.

Language Proficiency: English Level II (limited knowledge)

Abilities and Skills: Must be able to lift and carry 50 pounds for 50 yards; Must have a driver's license (B category).

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.
5. Driver's license (B Category)

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

- 1)** Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application;
- 4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver to:

Embassy Human Resources Office

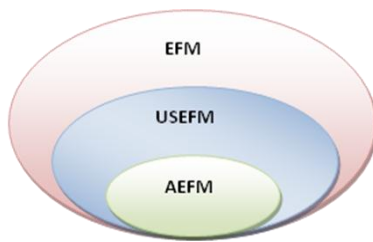
Nirvana Building, third floor.

CLOSING DATE FOR THIS POSITION: MARCH 21, 2014 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

